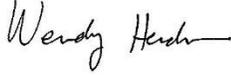


To: DCF-DMCPS Administrator
DCF Area Administrators
Child Placing Agency Directors
Child Welfare Agency Directors
County Departments of Community Programs Directors
County Departments of Developmental Disabilities Services Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Group Home Providers
Tribal Social Service/Indian Child Welfare Directors
Private Child Placing Agencies
Residential Care Center Providers
Shelter Care Providers
Tribal Chairpersons

From: Wendy Henderson 
Administrator

Re: Updated Process for 1095-B Tax Form for Tax Year 2019

PURPOSE

The purpose of this memo is to give agencies notification of the updated process for individuals to request the 1095-B Tax Form for tax year 2019. The 1095-B form was automatically sent in tax years 2015-2018. For tax year 2019, the child's caregiver will need to request this form for a child currently or previously in their care if they need it for tax purposes.

BACKGROUND

The federal government requires the State of Wisconsin to make a 1095-B form available to every person in Wisconsin who had health care coverage from BadgerCare Plus, Medicaid, or another State of Wisconsin health care program that provided minimum essential coverage at any time in 2019. Households that file taxes may need to use the information on the 1095-B form to answer coverage related questions on their 1040 personal income tax return. The 1095-B form is not required to be filed with the 1040 tax return but members who file taxes should keep their 1095-B form and any tax dependents' 1095-B form for their records.

In prior years, 1095-B forms were sent directly to members at the most recent address listed in Forward Health interChange. For tax year 2019, 1095-B forms will no longer be automatically sent, so individuals who require a copy of this form for tax purposes must request a copy from the Department of Health Services (DHS).

INFORMATION SUMMARY

The State of Wisconsin is required to make 1095-B forms available to all individuals who were enrolled in a Medicaid plan that meets the criteria to be considered minimum essential coverage at any time during the year, including children receiving Foster Care Medicaid in 2019.

In prior years, DHS mailed out letters and forms to each individual who was enrolled during the previous tax year. For tax year 2019, members will not automatically receive a copy of the 1095-B form and must request a copy from DHS if one is needed for tax filling purposes.

Members can request a copy of their 1095-B tax form:

- **By phone:** 1-866-667-9419
- **By e-mail:** memberservices@wisconsin.gov
- **By mail:** Attn: Member Services 1095-B
313 Blettner Boulevard
Madison, WI 53714
- **In person at their local Income Maintenance (IM) Agency:**
<https://www.dhs.wisconsin.gov/forwardhealth/imagency/index.htm>

When requesting a copy of the 1095-B tax form, members should make sure to have all of the following information available:

- The requestor's full name,
- The full name of the member whose form is being requested,
- The member's Medicaid ID number or Social Security number,
- The member's date of birth, and
- The address where the 1095-B form needs to be mailed.

If all of the above information is not made available when requesting a copy of the form, DHS may not be able to send the copy of the 1095-B form to the requestor.

If an out-of-home care provider or parent/guardian requests a copy of the 1095-B form, they may not be able to directly obtain the form if the child is flagged in ForwardHealth interChange as a child in out-of-home care. For confidentiality reasons, the 1095-B form will not be directly released to the caller unless the caller is listed on the case for the child for whom they are requesting a form. If the relationship cannot be verified through the information on file, the agent may send the letter to the appropriate child welfare agency. DHS will send the form to the county agency with the attention line of "1095-B Tax Form" so that the county can protect any sensitive information from the individual requesting the form, if necessary. It may take 5-7 days for the agency to receive the form. The person requesting the form must then obtain the form from the child welfare agency. Agencies are encouraged to review the form for confidential information that may need to be redacted before providing the requested form to that individual.

The Department of Children and Families and the Department of Health Services do not provide tax advice. Questions regarding the ability to claim a child in out-of-home care as a dependent for tax purposes should be directed to the person's tax professional. For additional information about the 1095-B form, visit <https://www.dhs.wisconsin.gov/forwardhealth/form1095b.htm>.

Agencies are encouraged to work with out-of-home care providers and parents/guardians to assist in ensuring appropriate individuals request the 1095-B form if needed for tax purposes.

REGIONAL OFFICE CONTACT: DCF Area Administrator

CENTRAL OFFICE CONTACT: Program and Policy Analyst
Bureau of Permanency and Out-of-Home Care
(608) 422-6751

MEMO WEB SITE: <https://dcf.wisconsin.gov/cwportal/policy>